

QUICK USER GUIDE

Access

1. User must log onto Dashport® using the credentials provided when an account was created.
(<https://dashport.txdrec.org/clients/tdra/pmc/ARCR/default.aspx>)
2. Select New Change Request Button.

Filling Out the Form

3. Select the Grantee.
4. Select the Contract number.
5. You will need to justify the reason for the request.
6. Consider all parts of the contract that will be affected (Performance Statement, Budgets, and Schedule).
7. Attach all updated contract documents (the latest version will be provided automatically for your editing).
8. Attach any other relevant additional documents.
9. Save the information submitted if more documentation is needed.

Submission

10. Click Submit when you're finished.
11. The user who submitted the request will get regular updates. with any questions about the request, and progress reports.

Help

12. If you are having trouble with your request you can contact your Project Facilitator, Area Manager, or the Contract Support team of Paul Botello at paul.botello@glo.texas.gov or Jarrod Choate at jchoate@hntb.com should you have any questions.

Checking In

13. On the A&R main page you can see a list of your current requests and any pending tasks.

